

# JOB OPPORTUNITY

Job Opportunity Bulletin:

#08-051

Final Filing Date:

October 29, 2008  
or Until Filled

Position:	Salary:	Location:
Staff Services Manager I	\$5,079 - \$6,127	Office of Statewide Health Planning & Development Facilities Development Division 1600 Ninth Street, Room 420 Sacramento, CA 95814

**General Statement:** Under general direction of the Staff Services Manager II, the incumbent directs and supervises analysts and support staff responsible for a wide variety of administrative services functions including: budgets, space planning, facilities management, contract administration, fleet administration, procurement and emergency response.

## Duties:

- Manages, plans, organizes, and directs the activities of professional and clerical support staff responsible for providing general administrative support to the Division.
- Provide oversight to staff responsible for space and facilities management, contracts, and emergency response functions.
- Develop and oversee Division's budget responsibilities including overall coordination and development of budget change proposals, program budgeting and expenditure tracking, forecasting future workload, budgeting and expenditure tracking, forecasting future workload, budgeting advance collections, fund condition reporting, providing fiscal analysis of current operations and proposed alternatives of change, and developing other budget related systems and procedures as necessary to support Division operations.

## Desirable Qualifications:

- Ability to direct, review and evaluate the work of others.
- Excellent written and oral communication skills.
- Ability to plan and monitor an operational budget.
- Ability to handle multiple priorities and deadlines.
- Ability to facilitate meetings and accommodate the needs of a diverse group of professionals.
- Knowledge and understanding of personnel management and supervision in State service.
- Working knowledge of Microsoft Office Suite.

## Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Appointment is subject to SROA/surplus policies. Only the most qualified individuals will be selected for an interview.

Interested individuals should submit a resume and a State Examination and/or Employment Application, STD. 678 to:

OSHDP

OSHDP - Facilities Development Division  
Attention: FDD Personnel (**JOB #08-051**)  
1600 Ninth Street, Room 420  
Sacramento, CA 95814

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

400 R Street, Suite 312  
Sacramento, CA 95811-6213

— An Equal Opportunity Employer

For more information contact Nancy Matsuura at (916) 654-2014.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.